cloud applications (e.g., online applications/subscriptions provided by third-party vendors)
phones
external drives
printers/scanners
cameras
audio/visual equipment (e.g., projectors, smartboards)
TVs
devices that are WiFi/Network enabled (e.g., HVAC controls)
servers

The IT Architecture Subcommittee shall establish and maintain an annual technology refresh cycle plan for the organization to govern and establish dates when such devices are scheduled for replacement.

The Office of Information Technology shall be responsible for performing asset management activities upon arrival of technology, including asset tagging and inventorying.

Departments must not sell or dispose of organization-funded technology without submitting such requests through the Office of Information Technology.

All purchase requests for new hardware shall be sent to the Office of Information Technology for hardware owne